

Ryan White Title I
Inland Empire HIV Planning Council
Minutes of Meeting
Thursday, February 28, 2002

1:00 p.m. - 3:55 p.m.
San Bernardino County Museum
2024 Orange Tree Lane, Redlands, CA. (909) 307-2669

Call to Order and Introductions

Steve McGrew, co-chair, called the meeting to order at 1:35 p.m. Introductions were made. Persons in attendance were:

Name:

Sandra Bibb	Steve English	Steven McGrew
John Brown	Fred Flotho, Jr.	Jerry Nevarez
Leann Chamlee	Gregory French	Tom Prendergast, MD, MPH
Danny Colon	Carolyn Harris	Benita Ramsey
Ed Cueto	Cherry Houston, Ph.D	Rick Rector
Faith Davis-Bolton	Victoria Jauregui Burns	Joshua Sparks
Darlene DeBayona	A. Lloyd Jones	Rebecca Zeidler
		Edwin Zelaya

Absences:

Joe Acosta	Erin Comstock	Jim Taylor
Jeff Byers	Gary Feldman, MD	Evelyn Valentino
	David Fyffe	

Other Attendees:

Lindsay Anyx	Robin Derdowski	Derrick Noble
Eydie Bernal	Gemma Gonzales	Scott Rigsby
Rick Ciprian	Steve Hannah	Alex Taylor
Leesa Cook	Sarah Mack	Kurt Swanson
Janice De Grande	Paula McGrew	Jim Woodward
	Alice Morton	

Planning Council Membership Terms Expired

Steve McGrew presented an administrative quandary to the Planning Council. Due to an oversight by either staff or the Grantee, there are several people whose terms expired in January, 2002. Those members whose terms have expired need to be appointed and/or re-appointed by the Board of Supervisors. Technically, until re-appointment, these members are not currently on the Planning Council and they cannot vote on issues. This leaves us with 18 current members on the Planning Council. The people who are impacted by this are Rebecca Zeidler, Joe Acosta, John Brown, Victoria Jauregui Burns, Faith Davis-Bolton, Darlene DeBayona, Gary Feldman, MD, Sandi Bibb, Leann Chamlee, Cherry Houston, Ph.D and Rick Rector (who is a new member but not yet appointed by the Board). This left us with thirteen members in attendance who could vote at the meeting today. Legally, seven are needed in order to hold a meeting. The current members who are present are Steve McGrew, A Lloyd Jones, Fred Flotho, Dr. Prendergast, Gregory French, Steve English, Carolyn Harris, Danny Colon, Ed Cueto, Jerry

Nevarez, Benita Ramsey, Joshua Sparks and Edwin Zelaya. Steve pointed out that, although the By Laws state that only Planning Council members can speak, he asked that that section of the By Laws be waived so that every member who is up for re-appointment will have full discussion rights, even though they will not be able to vote on issues.

Victoria Jauregui Burns posed the question of whether or not we normally allow members to vote who have not yet been approved by the county. Steve responded that when Marvin was on the Planning Council's staff, he allowed those people to vote but did not count them in the voting process. He only counted active members. Steve also pointed out that the By Laws state that if a person is not a member, they do not have voting rights.

John Brown inquired as to how many of the current voting members are San Bernardino County and how many are Riverside County. San Bernardino had eight current members present and Riverside had five current members present.

Members expressed concern that they had filled out the necessary paperwork in a timely manner but now must suffer consequences for something out of their control. It was indicated that Joe Acosta, as chair of the Membership Committee, had mentioned the situation to staff prior to the terms expiring.

Ed Cueto pointed out that if this was an administrative oversight, why are the members being punished? Steve reiterated that the names have not yet gone before the Board of Supervisors and they are not approved. Ed and Victoria mentioned that they had discussed this subject briefly in the Riverside Committee and asked if there was a possibility of waiving the term of expiration for this meeting. Steve said that, given the language in the By Laws, he did not see how non-members could vote. Dr. Prendergast suggested they could resume the practice previously adopted where everyone votes but only members would count.

Sandi Bibb asked who is ultimately responsible for this oversight. Steve indicated that if staff did not follow through, the Grantee should have caught it.

Rick Rector requested clarification regarding his term. He was under the impression that he had been approved by the Board of Supervisors. Steve confirmed that Rick's name had not yet been presented to the Board of Supervisors.

Victoria acknowledged the fact that the names were not presented to the Board, and she requested the Planning Council move ahead.

Public Comments

- Carolyn Harris directed the Planning Council to the 68 pages of information members picked up prior to the meeting, entitled November 2001 Statewide Coordinated Statement of Need. She explained that the information is pertinent, in part, to our comprehensive planning process. This document, along with the epidemiological data and the needs assessment, will be necessary information for what the Planning Council will be doing for the next few months. She acknowledged its length and said it is pretty interesting reading. She also said it could easily be tackled one chapter at a time. It has a lot of information in terms of the rest of California, keeping in mind that California's EMA's (of which we are one) represent 95% of the diagnosed AIDS cases. The Planning Council will be using this information for the rest of the planning cycle. Carolyn has asked staff to order three-ring binders for the material the Council will be receiving related to the Comprehensive HIV Services Plan.

- Faith Davis-Bolton felt that having Planning Council sitting at one meeting table while other interested parties were sitting removed from the meeting table excludes community participation. Also, she hoped that during this meeting, the Planning Council would move and vote for a practice that would allow Planning Council members whose names have been administratively excluded from current membership to vote. She emphasized that the Planning Council members were not at fault and that the Planning Council should come up with a process so that this never happens again.

Agenda Additions, Revisions, and Corrections

Under the heading of Planning and Evaluation, the RFP Process and Allocations discussion was requested to be moved under the heading of Fiscal/Programmatic Reports at the 2:35 time slot.

The motion to accept the amended agenda was made by Dr. Prendergast and Carolyn Harris seconded the motion. The motion carried.

Motion # 02-04 was approved unanimously.

For: 13
Against: 0
Abstentions: 0

Members present with no PC Form 700 on file: 0

Approval of Minutes

Steve McGrew noted that the minutes of January 24th, 2002 needed to have the chair's names, located on the last page of the minutes, changed to reflect the new co-chairs, Steven McGrew and Gary Feldman, MD. as we are now in a new year. Also the motion numbers need to be changed to reflect the new year. Dr. Prendergast motioned to approve the minutes of January 24th, 2002 with the corrections noted. Steve English seconded the motion. The motion carried.

Motion # 02-05 was approved unanimously.

For: 13
Against: 0
Abstentions: 0

Members present with no PC Form 700 on file: 0

Planning and Evaluation Committee Report

Fred Flotho made mention that a discussion of awards has already occurred. In light of this, he made the motion to repeal the instructions the Planning Council had previously given to the Grantee with regard to the FY2002 funding increases over the flat funding level (attachment 1). Because the Planning Council did not allocate the additional award by county, the instructions should be repealed so that the county committees are each given their increases of allocation, and they can each decide on a county basis where the increase of award should be placed. Carolyn Harris seconded the motion. The motion carried.

Motion # 02-06 was approved unanimously.

For: 13
Against: 0
Abstentions: 0

Members present with no PC Form 700 on file: 0

Fred Flotho made the motion to revise the current amount allocated to Drug Reimbursement (\$ 135,000) to \$ 100,000 implementing the 61% Riverside/39% San Bernardino county split. Carolyn Harris clarified that the \$ 35,000 was a spreadsheet error. Steve English seconded the motion with Gregory French abstaining. The motion carried.

Motion # 02-07 was approved.

For: 12
Against: 0
Abstentions: 1

Members present with no PC Form 700 on file: 0

The Planning and Evaluation Committee requested that Planning Council members be advised of any allocations immediately and that in the future, notification be on a timely basis. Fred Flotho made the motion that the Planning Council be advised of the new allocation levels, including those provided today, within 5 working days of approval.

Jim Woodward wanted to ensure the Planning Council understands there is a difference between awards and allocations. Allocation is what the Planning Council does with regard to the services, whereas award is what the Grantee does in terms of taking and implementing the Planning Council's allocations to individual contracts.

Jim asked for clarification with regard to the motion on the table. Is the motion for allocations, which is simply adding up what the Planning Council has done today and then reporting the new figures back to the Planning Council, or is it in regard to awards, which means taking what the Planning Council has done today and figuring out what amount providers will receive of the awards? He stated that the latter cannot be done in five working days due to negotiation of the existing contract. Jim said he could provide simultaneous notification of the awards, and when a provider is notified of the extent of the awards, he would be sure the Planning Council is copied. Jim also extended apologies to the Planning Council for that not having happened the first time around. He added that it may be difficult to have a timeline for actually determining what the awards are because the renewed contracts must be negotiated and finalized based on the flat funding; then there will be amendments on the increases.

Fred Flotho moved that the Planning Council be notified simultaneously with providers of the awards. Steve English seconded the motion. The motion carried.

Motion # 02-08 was approved unanimously.

For: 13
Against: 0
Abstentions: 0

Members present with no PC Form 700 on file: 0

Advocacy Reports

John Brown reported that he was very happy with the awards. He said it was a great dual punch: a great grant application and all of the improvements the Planning Council has made over the last year. In this environment, where there were only 15 million new dollars over flat funding and so many EMA's that have been reduced by significant amounts, it is remarkable for our EMA to receive a 7% increase. John thinks we have a good system in place. John is going to let HRSA know how pleased we are with that increase and he certainly wanted to acknowledge the application writers and let them know what a great application they put together!

Steve wanted to thank John Brown for all of his hard work as well. John has developed a relationship with Mary Bono and she has reached out to all of our congressional members in the EMA. John spends a lot of time in Washington knocking on doors and Steve feels that, without John Brown, we would not have gotten this far.

John wanted to stress the importance of the Planning Council sending people to AIDS Watch and to Sacramento this year. Steve informed the committee of ACTIVATE!U.2002, which is sponsored by Southern California CHAC. It is a 4½ hour session where people will learn about the basic issues that will be taken in front of the legislators this year (at AIDS Awareness Day) and how to best educate our politicians and make them aware of our EMA's needs. ACTIVATE!U.2002 is put on in Los Angeles at APLA and is currently scheduled in March. However, Steve told the committee we are having an ACTIVATE!U2.2002 session on March 20th, 2002 from 5:30 to 10:00 p.m. at the Riverside Department of Public Health. Desert AIDS Project will be providing dinner. Steve would like to encourage people to attend this. For a person to be considered to attend the AIDS Awareness Day (lobby day) in Sacramento on April 8th, 2002, they must attend either the Los Angeles or the Riverside ACTIVATE!U venue to ensure they have that basis of knowledge needed. Participation for the local AIDS Awareness Day (lobby day) on March 22nd, 2002 is open to anyone who wishes to attend. Steve mentioned that it would be very effective to have an infected person go each politician's office. The politicians really like to hear the stories of people with HIV and AIDS. It is important that they hear those stories.

CHAC Event Dates:

ACTIVATE!U2, 2002 - March 20th, 2002

Local AIDS Awareness Day (lobby day) - March 22nd, 2002

Sacramento AIDS Awareness Day (lobby day) - April 8th, 2002

US Conference on AIDS - September 19th - 22nd, 2002 in Anaheim

AIDS Watch - Tentatively June 9th – 11th, 2002

Steve also told the Planning Council that CHAC is trying to put a bill together regarding AIDS education in schools. Currently the education code says that in middle school and high school there will be a course on HIV/AIDS. We have found that, for some schools, they give a ½ hour course, which is not adequate. The bill would require a minimum of one four-hour session for two days both in middle school and high school. John Longville has agreed to carry that bill and push it through. Our relationships with local politicians have helped us in the regard.

John Brown wanted to add that Desert AIDS Project is donating \$ 3,000.00 for travel to the AIDS Awareness Day in Sacramento. Desert AIDS Project is hoping that some of the other providers, as well as Riverside and San Bernardino counties, will pitch in also. John also reiterated the importance of attending the ACTIVATE!U or ACTIVATE!U2, 2002. He pointed out this is a very important year and one of the biggest issues will be ADAP. He reminded everyone that we are so fortunate because California is one of the only states where the state uses generally funded dollars to back fill the difference between the ADAP dollars we get from the federal government and what it actually costs to ensure that every Californian who needs those drugs gets them. This year the governor has promised to fully fund that dollar amount from the general fund, but he is going to be working in an environment that has incredible budget restraints. People will be looking everywhere they can to cut funds.

Fiscal/Programmatic Reports (Grantee Expenditure Reports)

Discussion of Allocation of Awards

Fred Flotho felt this was covered well enough at the County Committee meetings just prior to this Planning Council meeting.

Grantee Expenditure Report

Scott Rigsby informed the committee that the Executive committee now receives the extended version of the Expenditure Report, while the Planning Council and Planning and Evaluation Committee receive the summarized version. Scott reiterated that each agency must submit Service Delivery Data (units) with their invoices in order to receive payment.

Grantee Productivity Report:

Carolyn Harris thanked Scott for the hard work on these reports. She also expressed concern regarding the units of service. She said this year, when we formulated the grant application and objectives, we had to identify a dollar amount. For example, in Mental Health, we perform two kinds of services; individual and support group. In our application, if we said we were going to spend a total of 100g for Mental Health, we had to say we would spend arbitrarily, \$ 40,000. for individual and \$ 60,000. for group. Carolyn's question was, "Are the contracts going to be monitored the way HRSA requires?"

Scott said that currently the contracts have only a line item budget for each category so it would make that process very difficult. Carolyn said it is important that we get there because we don't have any way of cross referencing of or monitoring of the objectives.

John Brown felt the Planning and Evaluations and the Standards and Evaluations committees still have a lot of work to do because there still is no agreement in terms of certain types of service, what a unit actually is. Fred pointed out that some time ago the Standards and Evaluations committee, the Planning and Evaluations committee and the Planning Council approved definitions of units that break down just as Carolyn was talking about for the coming year. A lot of this work has been done. Fred asked about the progress of implementing what the Planning Council has asked.

Jim Woodward told the Planning Council that the Grantee is implementing what the Planning Council has asked. As the Council will notice on the productivity report, some things don't make sense. We are clearly, as an EMA and as providers in the EMA, not yet ready to put FFS (fee for service) in place. He said we are also not yet ready to say that we have good data when we put FFS in place. We need to go through a process to ensure that the providers are working off more or less the same page and the providers will process and analyze this data as it comes through. Then, the Grantee will go back and consult with the providers, helping them to identify what this all means and give the providers guidance to do this process parallel with their regular cost reimbursement process and ultimately train the providers to convert cost reimbursement into unit pricing. The County systems are not set up to pull out information based on these service units at this point. That is something that needs to be developed and it is extremely complex. Jim mentioned that he had tried to do this within the public agencies with mixed results. Jim stressed the difficulty, again, of converting so many staff years and so many books and computers into so many units of paid management service. He said that is the implementation process that we need to go through and we are going to try to get there during this coming year.

Fred Flotho requested a work trend developed by the Grantee with timelines so the Planning Council can see where we are. The instructions are there and he feels technical assistance is a critical issue in implementing this program.

Jim has instructed Alex to secure revolving services to provide that process and it is his understanding that technical assistance will be in place by May. Jim said he could provide timelines that give the Planning Council a general idea of where we are going. Once we have that in place, another timeline will be provided as to what the rest of the process will look like.

Alex told the Planning Council that Caminar contracts went before the Board and there will be technical assistance provided to all providers around the operation of Caminar. That will help with some of the consistency of the data.

Steve McGrew asked when the contracts went to the Board and Alex's response was that they were approved on Tuesday.

HRSA Technical Assistance Update

Alex Taylor said that the Plan to Plan's last technical assistance visit was yesterday. The consultants offered suggestions with regard to a few items, but overall they feel the Plan to Plan is excellent. The recommendations are being taken into consideration and we are full steam ahead on the comprehensive planning process.

As far as technical assistance for CBC, Alex met with Chris Sandoval yesterday. Chris' agency is capable of doing the work and is very interested in doing the work. The question would then become would Chris consult under his contract with the State of California or would he do it in response to a solicitation for proposal from us. When that question is answered, we'll let you know but there are some other people, like Gil Gerard, who are very qualified to do this kind of work. John Brown mentioned that the CAEAR Coalition Foundation just got a HRSA contract for technical assistance. John went on to say that, since we are CAEAR members, we may want to consider using them as well.

As far as technical assistance for Dental Services, Alex was under the impression that the Planning Council has given the Grantee permission to solicit technical assistance from Dr. David Resnick, who is a knowledgeable dentist from Florida. It is proposed that Dr. Resnick would come look at the dental care we provide, the spectrum of service and the cost of service, then offer some advice on how we may do it better or identify opportunities for improvement.

Fred Flotho made the motion to request the Grantee to obtain technical assistance for general Dental Services information for the Planning Council, the Grantee and the providers' sides of the issue. Ed Cueto seconded the motion.

Motion # 02-09 was approved unanimously.

For:	13
Against:	0
Abstentions:	0

Members present with no PC Form 700 on file: 0

RFP Process

Jim Woodward informed the Planning Council that he made a presentation at the Planning and Evaluation Committee and the Executive Committee of the full RFP process. Unless anyone needed to be informed from the beginning, for the sake of time, Jim asked to jump to the end. As the Council is aware, we conducted an RFP process, which has now been cancelled as the existing contracts are to be extended for another year. This will give the Grantee time to go through some of the processes so the next time we do an RFP, it is done properly. Jim wanted to focus on those things the Planning Council will be doing over the next year. First, he said, we will be doing the technical work to implement unit pricing or fee for service pricing. This way we will be sure that when we put that into an RFP, the agencies are able to respond effectively and will not have to put too much cushion in their proposals. Jim wanted the Planning Council to know that when he looked through the proposals, he feels that, had we gone forward with unit pricing as it was, we would have run out of money about $\frac{3}{4}$ of the way through the year. The agencies were really not prepared to really get close and accept that risk without putting a lot of cushion into their estimates. Second, he felt that we also need to have a closer look at rationing and use of the financial eligibility processes to ration. He said we will undergo processes to see how that works with the providers before we go forward. We will also be doing Capacity Building with regard to the MAI. We will be going through an autopsy process on the RFP and identifying those opportunities for improvement with regard to the RFP in terms of how we present it, how we do the process and making sure everyone is able to participate. The Grantee will be sure that technical support is available to the

agencies and hopefully this will attract new agencies in the process.

Staff Changes

Steve McGrew acknowledged that this next item was not on the agenda but since the last Planning Council meeting there have been staff changes. He asked if Jim or Alex would give a very brief report on the staff changes.

Alex informed the Planning Council that Eydie Bernal has been added to staff and will act as the “point person” for Planning Council staff. He pointed out that Eydie has extensive experience working with community groups and contractors. Leesa Cook the Council already knows. Derrick Noble is a temporary employee who has secretarial background. Alex explained that our difficulty with the county rules is that any classification below secretary, cannot take minutes. The Planning Council will see Derrick helping Leesa take minutes at some of the committee meetings. We have also added Robin Derdowski, who is a Staff Analyst 1, with a very strong background in accounting. However, we are using this as a mentoring improvement process so Robin is going to be assigned to the Planning Council as well. The reason being, the Council generates a great deal of work and we need all the help we can get. Alex reiterated that Eydie is the point person and he would prefer that the Planning Council work through her. She will delegate work to staff such that it gets done. Alice Morton, who is extremely skilled in evaluation and who has been a statistician, is working on the website, which will be moving from Beta to Alpha soon. Alice is also responsible for all of the Board items now. Board items are a real challenge in San Bernardino County right now, but we will be going forward with everything we possibly can. This includes today’s assignment - Alex had instructed Alice to put together a board item so San Bernardino County can send some people to Aids Awareness Day in Sacramento. Paula McGrew is working on the Comprehensive HIV Services Plan and the Needs Assessment. The financial side of the Planning Council is still Scott Rigsby and Chuck Hartwick.

Alex told the Planning Council that there is more than enough work to keep Eydie and her team busy. He also mentioned that he hoped the Planning Council would give the new staff a chance and help them to succeed.

Steve thanked Alex for the report and thanked staff for their hard work getting so many last minute tasks completed before the meeting.

Epidemiological Profile:

Alex presented the epidemiological profile on a screen for the Planning Council to view. The Planning Council was very pleased with the information.

John Brown pointed out that, because of immigration, the Coachella Valley is much more impacted than it looks on the profile. He feels that HIV reporting will give us a phenomenal amount of information and will change the way AIDS is viewed in the entire state. Ed Cueto said that a Real Estate Title report from 2001 showed 75% of the real estate title transfers in the Palm Springs area included two males in the title.

Gregory French requested a breakdown of women with AIDS to be reflected in the Profile. Alex said he would see that it gets done. He also said that if one looks at national data, typically, 75% of women with AIDS occurred among women of color. The number one risk factor is injection drug use and the number two risk factor is sex with an injected drug user. The precise data will be added to the profile. Alex also reminded the Planning Council that tab six in their workbooks is labeled for the Epidemiological Profile. Holes have been punched into these full color profiles for the Planning Council’s convenience.

County Committee Reports

Steve wanted to thank Scott Rigsby, Robin Derdowski and Fred Flotho for their hard work on the County Committee Allocation Sheets (Attachments 2 and 3).

San Bernardino Committee

Dr. Prendergast informed the Planning Council that the San Bernardino Committee voted to approve An allocation of additional funds (7%) as follows: \$ 25,000 increase to Legal Services, \$ 35,000 increase to Home Health Care, \$ 8,000 increase to Direct Financial Assistance, \$ 118,678 to Dental Services and \$ 10,000 and if additional residuals should occur, that additional added to Mental Health. That is the only action from the San Bernardino County Committee. Steve asked the Planning Council to vote regarding the acceptance of the San Bernardino County Committee's motion. As this motion came from a Committee it does not need a second.

Motion # 02-10 was approved unanimously.

For: 13
Against: 0
Abstentions: 0

Members present with no PC Form 700 on file: 0

Riverside Committee

Victoria Jauregui Burns, in the absence of Dr. Feldman and Joe Acosta, reported that the Riverside Committee voted to approve the allocation of additional funds (7%) as follows: \$ 185,533.00 to the Food Services category and if additional residuals should occur, that additional should be added to Food Services as well. Steve asked the Planning Council to vote regarding the acceptance of the Riverside County Committee's motion. As this motion came from a Committee it does not need a second.

Motion # 02-11 was approved unanimously.

For: 13
Against: 0
Abstentions: 0

Members present with no PC Form 700 on file: 0

Membership Committee Report

Steve informed the Committee that Joe Acosta asked him to report that Faith Davis-Bolton and Rick Rector were appointed to review the By Laws and conduct an Attendance Requirement Study. Steve also reported that Jim Taylor, who had taken a leave of absence from the Planning Council, decided to rejoin and, since he was never removed by the Board of Supervisors, the Committee voted to re-appoint Jim Taylor as a member of the Planning Council. Fred wanted to let the Planning Council know that Jim Taylor wanted to be at this meeting but was home and very ill. This motion does not require a second and the motion carried.

Motion # 02-12 was approved unanimously.

For: 13
Against: 0
Abstentions: 0

Members present with no PC Form 700 on file: 0

Executive Committee Report

Steve reported that, at the last Executive Committee meeting, the Epidemiological Profile was presented. There was also a discussion regarding a Planning Council staff organizational chart.

There was discussion regarding a point that Carolyn Harris brought up about the Intergovernmental Agreement (IGA) being out of compliance with HRSA. Steve asked Carolyn if any further information on that topic has come up. She referred that question to Jim Woodward, but did say she found the exact citation on the bottom of page one of the Act.

Jim Woodward told the Committee that he has asked Eydie Bernal to work with Carolyn Harris to identify that citation and compare it to the IGA to make some recommendations with regard to what action we may or may not need to take. Jim's impression was that there is not an urgent time sensitivity to those particular issues. He said that when we start doing HIV reporting and start to simulate figures that are reliable with regard to HIV infected persons living in the EMA, at that point Washington will tell us to use those figures in allocating resources and so forth. At that point we will most certainly need to address the IGA and he prefers we address these questions at that time.

Carolyn said that in the results of the Title I application guidelines, there was also a paragraph that mentioned that in this new year's guidelines, they would be addressing the issue of including in the IGA the concept of the identification of people who know their HIV positive status but are not in care so we are also waiting for the other shoe to fall.

Planning Council Training

The dates for Planning Council Training are confirmed for April 24, 25th and 26th, 2002. The precise time and location will be announced at a later date.

Lloyd Jones asked if the report from Lennie Green was given to us yet. Alex told the Planning Council the report has not come in at this time. He did assure the Planning Council that they will be in receipt that report as soon as it comes in. If it comes in electronic form it will be e-mailed to the Planning Council that day. If it is in paper form, it will be copied and mailed the same day.

John Brown informed the Planning Council that there was a discussion at Executive Committee and that the committee felt that only Planning Council members should sit at the meeting table. John also wanted the Planning Council to know he felt that, depending upon the size of the room, Planning Council members ought to have a priority to sit at the table but if the room is big enough, the tables should be configured so everyone in attendance may sit at the meeting table. John Brown would like to recommend a voting member make a motion that if room allows, everyone be invited to sit at the table. Ed Cueto made that motion and Gregory French seconded it.

Fred Flotho thought it would be very difficult for the chairs to get the participation that is so desperately needed and it may be difficult for some people to determine who is and who is not a Planning Council member.

Victoria thought there should be a way to accomplish both, that the Planning Council members have their own space, where it's clear who they are and to allow those members who have not spoken up the opportunity to speak. That is what the intent is, to allow those members who are not speaking to speak up but still allow the community to feel an openness.

Steve felt the nametags are a good idea. Ed Cueto reiterated the motion, which was that Planning Council members ought to have a priority to sit at the table but, if the room is big enough, the tables should be configured so everyone in attendance may sit at the meeting table.

Motion # 02-13 was approved.

For: 12

Against: 1

Abstentions: 0

Members present with no PC Form 700 on file: 0

Planning Council Questionnaire

Paula McGrew directed the committee's attention to a small questionnaire in their packet. She said the information obtained will help with the Comprehensive HIV Services Plan. She asked that those who had not filled this short questionnaire out yet, please do so by the end of this meeting and she then thanked the Planning Council for their time. Paula also announced she has a few copies of the Needs Assessment Survey for members who wanted to see it. These surveys were passed around the room for review.

AD HOC Committee Reports

Underserved Populations

Steve McGrew reported that, at yesterday's meeting, Jim Taylor agreed to take over as chair of the Underserved Populations Committee. Steve has been looking for a long time for a person of color to take over that committee and Jim has agreed to do it. Steve told the committee that the Jackson State Center of Intervention Prevention puts on free courses in behavioral science. They require at least twelve people up to a group of 20. It is a two-day course. They will come to our EMA if we will provide the location. This would alleviate attendees from the expense and hassle of commuting to another county for this training. Jo-Ann Hoyer is the person who coordinates and teaches these classes. She has extended an invitation to the Planning Council to come out and give a presentation regarding these courses and answer Planning Council's questions before they decide to commit to the attendance. Steve asked staff to schedule this presentation if Jo-Ann is available for one of the upcoming meetings. Lastly, Steve mentioned we are going ahead with the Inland Empire Inter-Faith Conferences. Jim is on the Multi-Cultural Liaison Board and he is plugged in to what is happening throughout the state. Steve feels Jim will be quite a benefit for the EMA and he is again very glad to have Jim head this committee.

Provider Network

Carolyn Harris reported that the committee should meet every month until the Comprehensive Plan / Needs Assessment for the EMA is completed.

Consumer Advocacy/Education

Lloyd Jones reported that the meeting for February was cancelled due to lack of certain data that was unable to be retrieved in time for the February meeting. Lloyd told the Planning Council that in August of 2001, the Consumer Advocacy/Education Committee approved \$ 30,000 for the committee's use and with all the changes in allocation, he asked if that amount would remain the same or if there would be a change?

Fred Flotho responded to Lloyd's question saying that the allocations were fixed at the flat funding level and essentially frozen there by the Planning Council's instructions, so nothing would change. The funding that was allocated, was allocated by project, not by committee. Therefore, the funding should be allocated to the respective projects as previously decided upon.

Alex Taylor added that in further response to Lloyd's question, he met with Alice and Eydie and they are going to get cost centers that will show how much has been spent of the total amount of each given project. Each project will have its own cost center. This will allow the Planning Council and the Grantee to better track of where, specifically, the money is going.

Standards and Evaluations

We are currently working on the Transportation Standards. Victoria hopes they will help the agencies better understand more clearly the services they are able to provide. Ed Cueto added that not every agency in our EMA is able to participate in the formalization of these standards. The draft of these standards has been mailed out to the providers but it will take some time for those providers to get their responses back to the Committee. He pointed out that it may be a couple of months before the Transportation Standards are complete. Steve agreed it is a very big task.

Case Management

Leann Chamlee reported that the committee had some new attendees and some background on the committee was given to them. The committee's goals and objectives were also reviewed.

John Brown mentioned now that we have our allocations, it is clear there is not enough money to fully fund Case Management in a way that allows case managers to actually comply with the standards we have set up. He was concerned that we may have set ourselves up for not complying by having standards that we can't financially afford to fund. Leann said that if we continue to dilute what the Case Management Standards are based on, we are not providing adequate service. She views it as a Catch 22 and the topic has been discussed at length at the Case Management Standards meeting.

Ed Cueto pointed out the committee calculated that, by May, we would begin to experience problems in respect to complying with the standards. Carolyn Harris feels that there is another factor, one of the tasks that was supposed to be completed this year, is the status of the implementation of the standards. She doesn't think there is a problem with setting a standard that requests a quality system of delivery. She said it just means that we aren't going to get there all at once. It will have to be incremental and will have to be one of those items that we constantly bring to HRSA's attention.

There was more discussion about this and Alex pointed out that there are many other funding streams besides Title I. He pointed out that the San Bernardino Health Clinic uses five funding streams for Case Management in addition to Medi-Care and Medi-Cal.

John Brown felt that this ties right back into the units of service. He feels we need to constantly look at those standards and evaluate them to let providers know this is a work in progress. He would like to recommend the committee continue to work on this and explore ways in which those standards might be adjusted to meet the realities of our EMA.

Public Comments

Rick Rector told the Planning Council that IAP's (Inland AIDS Project) CBC African/American Latino Summit, 2002 went very, very well. Steve McGrew mentioned he was unable to attend but requested information about what happened. Rick will provide Steve with that information. Fred spoke up and told the Planning Council that the Summit was extremely well put together. He said the presentation on drugs was incredibly informative. There were so many other equally informative topics of discussion also. The one thing that concerned Fred was there were some providers whose staff was unable to attend. He felt that they missed out on some essential information. He also said there were many younger people of color there and that was really gratifying.

Steve informed the Planning Council about a meeting he attended on February 20th, 2002, that was sponsored by a group called WECAH (Western Empire Coalition Against Hate). This group is based in the San Bernardino/Riverside area. At the meeting, they discussed hate crimes against the gay and lesbian community. The next meeting of WECAH will be in May and it will cover hate crimes against people with disabilities. It would be very helpful to have some people with HIV/AIDS that have experienced a hate crime to attend and give an anecdotal report.

Announcements

None.

Agenda Items for Next Meeting

Edwin Zelaya would like to invite a pharmaceutical company to an upcoming Planning Council meeting. He said there are some companies, specifically Meds Made Easy, that go beyond the scope of providing medications. They offer many other services for people with HIV/AIDS. Steve asked Edwin to get a small report or some information together to present at Executive Committee so we will know how much time to give them on the agenda. Alex pointed out there are many more pharmaceutical companies to check into as well, for example PMDC. John Brown mentioned that it would be a good idea to listen to a few presentations to know what is available. Dr. Prendergast thought it to be a good idea to make it clear that if presentations are made regarding pharmaceuticals, we have nothing to do with procurement. Jerry mentioned that we, as a Planning Council, have a responsibility to look for alternative ways where we do not have to spend Title I money. If there are other ways of doing that, Jerry feels it is our responsibility to check into it.

Lloyd Jones wanted to have a discussion regarding separation of the EMA on the next Planning Council agenda. It was decided that the Riverside Committee will do some investigation regarding how feasible this would be and will report it to the Planning Council.

Anyone with agenda items for the next Planning Council meeting or the next Executive Committee meeting please contact Leesa Cook at (909) 387-9192 or e-mail them to lcook@dph.sbcounty.gov.

Next Meeting

The next Planning Council meeting will be scheduled for March 21st. The location and time are to be determined.

The meeting adjourned at 4:06 p.m.

Certified:

Gary Feldman, MD
Co-Chair

Date

Steve McGrew
Co-Chair

Date